



E-RATE Enhancements for 2007 What's new?



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GITA

**Modified from Train-the-Trainer Workshop
2006**






Accomplishments and Enhancements

- ❑ Expanded outreach
 - ❑ SL News Briefs
 - ❑ Tip Sheets
 - ❑ Website
- ❑ Corrections: Ministerial and Clerical
- ❑ Reductions in uncertified forms
- ❑ PINs and better online Item 21 Attachments
- ❑ Internal connections: Two in Five
- ❑ Online BEARS
- ❑ Faster turn around for Invoices

2006 Enhancements: SL News Briefs



Schools and Libraries News Brief July 7, 2006

Commitments for Funding Years 2006 and 2005

Funding Year 2006. USAC will release FY2006 Wave 12 funding commitment decision letters (FCDLs) July 11. As of July 7, FY2006 commitments total over \$469 million for approved Priority 1 requests (Telecommunications Services and Internet Access).

Funding Year 2005. USAC will release FY2005 Wave 52 FCDLs July 12. This wave will include commitments for approved Internal Connections and Basic Maintenance funding requests at 84% and above. As of July 7, FY2005 commitments total about \$1.68 billion.

USAC will continue to issue weekly funding commitment waves. After noon on the date that the FCDLs are mailed, you can check to see if you have a commitment by using USAC's [Automated Search of Commitments](#) tool.

Further Guidance on Bishop Perry Order To Be Issued Early Next Week

In the FCC's recent [Bishop Perry Order \(FCC 06-54\)](#), USAC was directed "to provide all E-rate applicants with an opportunity to cure ministerial and clerical errors on their FCC Form 470 or FCC Form 471, and an additional opportunity to file the required certifications." The FCC further indicated that "applicants shall have 15 calendar days from the date of the receipt of notice in writing by USAC to amend or refile the FCC Form 470, FCC Form 471 or associated certifications."

Early next week, USAC will post guidance on the [Schools and Libraries section of the website](#) for FY2006 applicants that wish to submit corrections and/or certifications. This guidance will be divided into five sections:


- A link to the *Bishop Perry* Order
- A list of ministerial and clerical errors that can be corrected
- A list of actions that USAC has taken and will take pursuant to the order
- Specific guidance on how applicants can submit corrections and certifications
- Additional help and Frequently Asked Questions (FAQs)

Within the next few weeks, USAC also will identify all FY2006 applicants that may be affected by this order and send them a letter that covers the information in the guidance materials on the website. Applicants will be able to submit corrections by email, fax, or on paper.

You may download and print copies of [Schools and Libraries News Briefs](#) on USAC's website. You may [subscribe](#) to or [unsubscribe](#) from this news brief. For program information, please visit the [Schools and Libraries area](#) of the USAC website, [submit a question](#) to USAC, or call us toll-free at 1-888-203-8100.

- ☐ Emailed each week
- ☐ Subscribe from website
- ☐ Cover topics of current interest
- ☐ Archive of past issues

2006 Enhancements: Tip Sheets



Schools & Libraries - Application Do's and Don'ts

APPLICANT CHECKLIST

Pre-Application Process

- ☐ DO update your contact information with the Client Service Bureau (1-888-203-8100).
- ☐ DO make sure your technology plan covers the complete upcoming funding year.
- ☐ DO verify that your technology plan has the 5 required elements: Goals, Professional Development, Needs Assessment, Budget, and Evaluation Process.
- ☐ DO write your technology plan before filing the Form 470.
- ☐ DO have a certified tech plan approver certify your technology plan before services start.

Form 470 and Competitive Bidding

- ☐ DON'T allow a service provider that may bid on your services to fill out your Form 470.
- ☐ DON'T wait until the Form 471 window opens to file your Form 470.
- ☐ DO list your requested services on your Form 470 — or your RFP if you have one.
- ☐ DO list your requested services in the correct categories of service (Telecommunications, Internet Access, Internal Connections, or Basic Maintenance of Internal Connections).
- ☐ DO mark the correct boxes in Block 2 for multi-year contracts and/or voluntary extensions.
- ☐ DO certify your Form 470 prior to the close of the Form 471 application window.
- ☐ DO ensure a fair and open competitive bidding process. All service providers must be treated equally and cannot be given biased or privileged knowledge of the bid.
- ☐ DO select the most cost-effective service provider, with price as the primary factor.
- ☐ DO keep ALL records relating to the bid evaluation process (winning and losing bids, worksheets, evaluation criteria, contract). Note in a memo if one (or no) bids are received.
- ☐ DON'T sign a contract until after the Form 470 has been posted for 28 days.
- ☐ DO remember that contracts must be signed and dated by both parties before filing the Form 471.

Form 471

- ☐ DO verify that services ordered match the category requested on the correct Form 470.
- ☐ DO file separate Form 471 applications for Priority 1 services and Priority 2 services.
- ☐ DO read the Eligible Services List and request discounts only on eligible services.
- ☐ DO complete your Item 21 Attachment and include the pre-discount prices of the services.
- ☐ DO split out requests of questionable eligibility into separate Funding Request Numbers (FRNs).
- ☐ DO check your math. The Form 471 and the Item 21 attachment totals should match.
- ☐ DO file electronically and DO certify online before the close of the window.
- ☐ DO keep a record of postmark or electronic submission.

For additional information, please use the USAC resources listed below:

Technology Plan approvers:	http://www.usac.org/schools/reference/tech/default.asp
Form 470 questions:	http://www.usac.org/schools/applicants/pleo470form470filedinformation.aspx
Calculating discount levels:	http://www.usac.org/schools/applicants/pleo470
Form 471 questions:	http://www.usac.org/schools/applicants/pleo471

Last Revised 4/20/2006

- ☐ One-page high-level guidance documents on major program topics
- ☐ Contain links to guidance documents
- ☐ Available on website

2006 Enhancements: Website



The screenshot displays the USAC (Universal Service Administrative Company) website. The header features the USAC logo, the tagline "Universal Service Administrative Company", and the slogan "Helping Keep Americans Connected". Navigation links include "Home", "Need Help?", and a search bar. A banner image shows a young girl writing at a desk. Below the header, a blue navigation bar highlights "Schools and Libraries" with sub-links for "Schools and Library Applicants" and "Service Providers". The main content area is divided into three columns. The left column, titled "About the Schools and Libraries Program:", lists links for Overview of the Program, Overview of the Process, Outreach and Training, Site Visits, Filing Appeals, and Understanding Audits. Below this is a "Schools and Libraries Tools:" section with links for Apply Online, Commitments, Submit a Question, Latest News, Calendar/Reminders, Required Forms, Reference Area, Search Tools, Changes and Corrections, Suspensions and Debarments, and Program Compliance - Whistleblower Hotline. The middle column, titled "Applicants", describes the program's purpose and lists links for Latest News and Important Notice. The right column, titled "Service Providers", describes the reimbursement process and lists links for Latest News and Important Notice. A "Latest News, Important Notices, and Reminders" section at the bottom lists recent updates, including FCC public notices, USAC leadership changes, and training announcements.

USAC
Universal Service Administrative Company

Helping Keep Americans Connected

Schools and Libraries

- Schools and Library Applicants
- Service Providers

About the Schools and Libraries Program:

- Overview of the Program
- Overview of the Process
- Outreach and Training
- Site Visits
- Filing Appeals
- Understanding Audits

Schools and Libraries Tools:

- Apply Online
- Commitments
- Submit a Question
- Latest News
- Calendar/Reminders
- Required Forms
- Reference Area
- Search Tools
- Changes and Corrections
- Suspensions and Debarments
- Program Compliance - Whistleblower Hotline

Applicants

The Schools and Libraries Program of the Universal Service Fund makes discounts available to eligible schools and libraries for telecommunication services, Internet access, and internal connections. The program is intended to ensure that schools and libraries have access to affordable telecommunications and information services.

Service Providers

The Schools and Libraries Program reimburses telecommunications, Internet access, and internal connections providers for discounts on eligible services provided to schools and libraries. While schools and libraries apply for these discounts, USAC works in conjunction with service providers to make sure these discounts are passed on to program participants.

Latest News, Important Notices, and Reminders

Latest News:	FCC Issues Public Notice on Eligible Services List (7/27/06)
Latest News:	USAC Names Mel Blackwell Vice President of the Schools and Libraries Division (7/25/06)
Important Notice:	Information on Bishop Perry Order FCC Order (FCC 06-54) [PDF, 233kb] List of correctable ministerial and clerical errors [PDF, 50kb] What USAC is doing What applicants need to do Help and FAQs
Reminder:	USAC Announces 2006 Schools and Libraries Training (4/28/06)

2006 Enhancements: Steps for applicants



The screenshot shows the USAC (Universal Service Administrative Company) website. The header includes the USAC logo, the tagline "Helping Keep Americans Connected", and navigation links for Home, Need Help?, and a Search bar. A banner image of a child writing is on the right. The main navigation bar has three tabs: "Schools and Libraries" (selected), "Schools and Library Applicants", and "Service Providers".

Schools and Libraries

About the Schools and Libraries Program:

- Overview of the Program
- Overview of the Process
- Outreach and Training
- Site Visits
- Filing Appeals
- Understanding Audits

Schools and Libraries Tools:

- Apply Online
- Commitments
- Submit a Question
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- Search Tools
- Changes and Corrections
- Suspensions and Debarments
- Program Compliance - Whistleblower Hotline

Schools and Library Applicants

- Step 1: Determine Eligibility
- Step 2: Develop a Technology Plan
- Step 3: Open a Competitive Bidding Process
- Step 4: Select a Service Provider
- Step 5: Calculate the Discount Level
- Step 6: Determine Your Eligible Services
- Step 7: Submit Your Application for Program Support
- Step 8: Undergo Application Review
- Step 9: Receive Your Funding Decision
- Step 10: Begin Receipt of Services
- Step 11: Invoice USAC

Service Providers

Service Providers

The Schools and Libraries Program reimburses telecommunications, Internet access, and internal connections providers for discounts on eligible services provided to schools and libraries. While schools and libraries apply for these discounts, USAC works in conjunction with service providers to make sure these discounts are passed on to program participants.

Important Notice: Information on Bishop Perry Order
FCC Order (FCC 06-54) [PDF, 233kb]
List of correctable ministerial and clerical errors [PDF, 50kb]
What USAC is doing
What applicants need to do
Help and FAQs

Reminder: USAC Announces 2006 Schools and Libraries Training (4/28/06)

Notice on Eligible Services List (7/27/06)
Blackwell Vice President of the Schools and Libraries Division (7/25/06)

2006 Enhancements: Steps for service providers

A screenshot of the USAC (Universal Service Administrative Company) website. The header features the USAC logo, navigation links for Home and Need Help?, a search bar, and a banner image of a child writing. The main content area is divided into three columns. The left column, 'Schools and Libraries', includes links for program overview, outreach, site visits, appeals, and audits, as well as a 'Tools' section with links for applying online, commitments, questions, news, calendar, forms, reference, search, changes, suspensions, and compliance. The middle column, 'Schools and Library Applicants', provides an overview of the program and a 'Latest News' section with links to FCC issues, USAC's new vice president, and an important notice regarding the Bishop Perry Order. The right column, 'Service Providers', lists a nine-step process for becoming a service provider, from obtaining an identification number to invoicing USAC.

USAC
Universal Service Administrative Company
Helping Keep Americans Connected

Home | Need Help? Search

Schools and Libraries

About the Schools and Libraries Program:

- Overview of the Program
- Overview of the Process
- Outreach and Training
- Site Visits
- Filing Appeals
- Understanding Audits

Schools and Libraries Tools:

- Apply Online
- Commitments
- Submit a Question
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- Suspensions and Debarments
- Program Compliance -

Schools and Library Applicants

Applicants

The Schools and Libraries Program of the Universal Service Fund makes discounts available to eligible schools and libraries for telecommunication services, Internet access, and internal connections. The program is intended to ensure that schools and libraries have access to affordable telecommunications and information services.

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Service Providers

- Step 1: Obtain a Service Provider Identification Number
- Step 2: Search Applicant Requests for Service
- Step 3: Respond to Applicant Requests
- Step 4: Applicants Select Service Provider
- Step 5: Assist Applicants with Application Review
- Step 6: Receive Funding Commitment Decision Letter
- Step 7: Begin Providing Services
- Step 8: File Annual Certification
- Step 9: Invoice USAC



Universal Service Administrative Company

Helping Keep Americans Connected

Home

Need Help?

consortia

Schools and Libraries

About the Schools and Libraries Program:

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Schools and Libraries Tools:

- Apply Online
- Commitments
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- Latest News
- Calendar/Reminders
- Required Forms
- Reference Area
- Search Tools

Search

[Skip to content](#)

Search:

- ☐ About USAC ☐ Fund Administration ☐ High Cost ☐ Rural Health Care ☐ Low Income
☒ Schools and Libraries ☐ Katrina

consortia

search

[Help](#) [Advanced](#)

Results for: consortia

Document count: consortia (50)

about 50 results found,
sorted by relevance

1-10

[Step 5: Library Consortium Frequently Asked Questions - Schools and Libraries - USAC](#)

This page provides information about the requirements and conditions under which a library consortium may be eligible for schools and libraries program support. Answers to frequently asked questions define a library ...
<http://www.universalservice.org/sl/applicants/step05/library-consortium-faq.aspx> - 23.8KB

63%

24 Jul 06

[Find Similar](#)

[Highlight](#)

[Step 1: Non-traditional Elementary and Secondary Education - Determine Eligibility - ...](#)

This page summarizes the eligibility requirements for schools, school districts, and libraries to receive Schools and Libraries program support, commonly called "E-rate" discounts.
<http://www.universalservice.org/sl/applicants/step01/eligibility-requirements.aspx> - 22.3KB

49%

24 Jul 06

[Find Similar](#)

[Highlight](#)

[Step 6: Determine the Eligible Services - Applicants - Schools and Libraries - USAC](#)

... Ordered and Certification Form (Form 471) to request discounts on the cost of eligible services to be delivered to eligible schools, libraries, and consortia of these entities. Eligibility for discounts requires that the product or service is eligible and that it is put to an eligible use ...
<http://www.universalservice.org/sl/applicants/step06/> - 21.4KB

48%

24 Jul 06

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On SL home page,
enter search term.

Results are
from SL
section of
website.



Schools and Libraries

About the Schools and Libraries Program:

- Overview of the Program
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Schools and Libraries Tools:

- Apply Online
- Commitments
- Submit a Question
- Latest News
- Calendar/Reminders
- Requirements
- Referential
- Search

Select

Form 470	Form 471	Form 486	Utilities
Description of Services Requested and Certification Form	Services Ordered and Certification Form	Receipt of Service Confirmation Form	
Form 470 Interview	Form 471 Interview	Form 486 Interview	FRN Extension Status
Create Form 470	Create Form 471	Form 486 PDF	Entity Search
Search Posted	Continue Incomplete	Certify Complete	
Continue Incomplete	Certify Complete		
Certify Complete	Display		
	Application Status		
	Item 21 Attachment		

SLD Home Site Map Search Site Contact SLD

Schools and Libraries Service Program

Description of Services Requested and Certification Form

New Form 470 Application

Be sure to review the Form 470 Instructions, available in the Applying for Discounts: Step of the SLD Web Site (<http://www.sl.universalservice.org/reference/y4ez470guide.asp>). And need additional help while you are filing your Form 470 online, click on the "Help" button in the hand corner of each screen.

Attention MAC Users! If you are using Internet Explorer to access the online forms, you double click the navigation buttons.

Enter Zip Code or Entity Number and Click Next:

Zip Code:

OR

Entity Number:

<< Previous Next >>

HOME CANCEL HELP

FCC Form 471

Services Ordered and Certification Form

Add New 471 - Search

Select the type of search, then enter the search value, then click **Begin 471 Process**

☒ Zip Code (5 digit)

☐ Entity Number (up to 10 digits)

☐ 470 Application Number (15 digits)

(enter value here)

Menu Options Reset Page Begin 471 Process

FCC Form 486

Do Not Write In This Area

Approval by OMB 3060-0833

Schools and Libraries Universal Service

Service Confirmation Form

Estimated Average Budget Hours: 1.5 hours
For Subsequent Submissions: 1.5 hours

Form 486 Application #

(To be inserted by Fund Administrator)

Security Code

Funding Year



Helping Keep Americans Connected

Schools and Libraries

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Schools and Libraries Tools:

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- Required Forms
- Reference Area
- Search Tools
 - Search Commitments
 - Data Retrieval Tool
 - Deadlines Tool
 - Form 470 Search Posted
 - Form 470 Download Reports
 - Form 471 Application Display

Select

Then

Select type of deadline

Schools & Libraries Deadlines

General Information

Form 470

Form 471

Form 472

Form 473

Form 474

Form 479

Form 486

Form 498

Form 499-A

Form 499-Q

Form 500

Appeals

COMAD

Extension Requests for Invoicing USAC

Extension Requests for Non-Recurring Service Implementation & Delivery

Invoice Deadline

Non-Recurring Service Implementation & Delivery

Recurring Service Implementation & Delivery

Red Light

Service Substitutions

SPIN Changes

Technology Plan Approval

Form 474

Enter the two dates requested and click "Calculate"

Form 486 Notification Letter Date

Last Date to Receive Service

August 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

August 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Calculate

Calculated Deadline:

If the "Calculated Deadline" falls on a non-business day (e.g. Saturday, Sunday or federal holiday), the deadline becomes the next business day. It is your responsibility to meet deadlines.

Deadline tool provides calendar or guidance on calculating the deadline for that selection.



Helping Keep Americans Connected

Schools and Libraries

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Select

Scan topics alphabetically

Reference Area

Reference Topics

This section features links to specific information items, such as fact sheets, that USAC has created to provide further guidance about the Schools and Libraries Program. Information is organized alphabetically.

Organized alphabetically

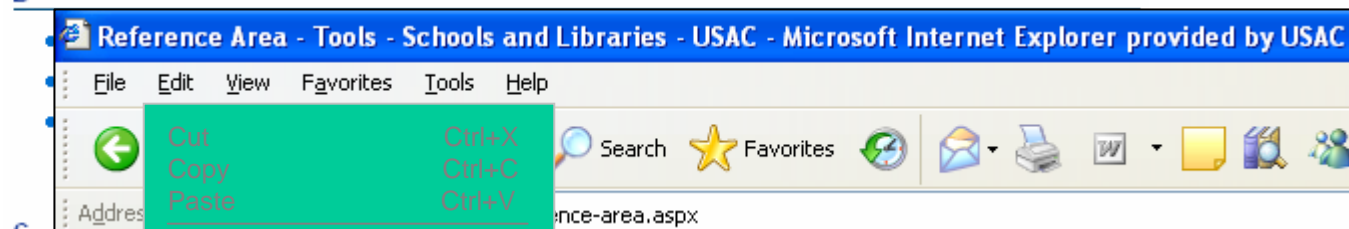
[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [R](#) [S](#) [T](#) [U](#) [W](#)

A

- [Alternative Discount Mechanisms Fact Sheet](#)
- [Appeals - SLD Guidelines for Review](#)
- [Appeals Procedure](#)
- [Audits](#)

[back to top](#)

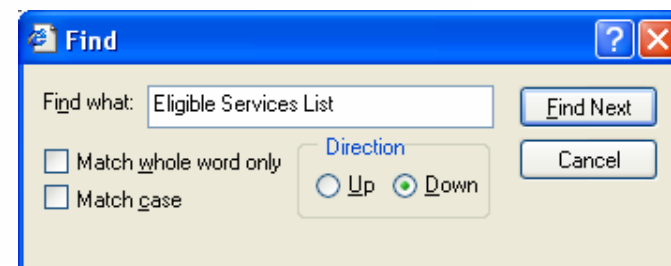
B



C

- [Calculation of Eligible Services List](#)
- [Child Support Enforcement](#)
- [Commitment Adjustment \(COMAD\)](#)
- [Consortia - Lead Member Responsibilities](#)
- [Contact Information Changes](#)
- [Contract Guidance](#)
- [Cost Allocation](#)

or search via browser's
Ctrl-F (find) function



The logo for the Universal Service Administrative Company (USAC) features the letters "USAC" in a large, blue, serif font. Above the letters is a stylized yellow arc. Below the letters, the full name "Universal Service Administrative Company" is written in a smaller, blue, sans-serif font.

Universal Service Administrative Company

Helping Keep Americans Connected

Schools and Libraries

About the Schools and Libraries Program:

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Schools and Libraries Too

- Apply Online
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- Search Commitments
- Data Retrieval Tool
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- Form 470 Search Posted
- Form 470 Download Reports
- Form 471 Application Display
- Form 471 Application Status
- FRN Extension Table
- Billed Entity Number Search
- Service Provider Info by SPIN
- SPIN Contact Search
- Tech Plan Approver Locator
- Eligible Products Database
- Eligible Services List
- Applicant PIN System

Select

Search tools links expand

Search Tools

The following tools will assist Schools and Libraries Program participants in applying for discounts, tracking disbursements, and obtaining other frequently requested information.

Name of Tool	Description
Search Commitments	This tool allows searches for commitment data by funding year and applicant name, city, state, zip and/or wave number.
State Reports	This tool displays funding commitment data in state and cumulative national summaries.
Cumulative State Totals - 2005	This dynamic HTML page displays state reports for Funding Year 2005.
Cumulative State Totals - 2004	This dynamic HTML page displays state reports for Funding Year 2004.
Data Retrieval Tool	This tool allows searches for various information related to applications, funding commitments and disbursements.
Deadlines	This tool was designed to explain and help you calculate deadlines for Universal Service forms and actions.
Form 470 Search Posted	This tool allows searches of Forms 470 that have been completed and posted by applicants.
Form 470 Download Reports	This tool allows downloads of Form 470 summary information.
Form 471 Application Display	This tool allows the display of one Form 471 application.
Form 471 Application Status	This tool returns information on the status of all Forms 471 for one applicant and one funding year.
Funding Request Number Extension Table	This tool shows the last date to receive service and the last date to invoice for extended FRNs in a funding year.

Select tool for specific tasks



Universal Service Administrative Company

Helping Keep Americans Connected

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Select

Outreach and Training

- [2006 Schools and Libraries Training](#)
- [Training presentations](#)
- [Service Provider Conference Calls](#)
- [Site Visits](#)
- [Schools & Libraries News Briefs](#)
- [Tip Sheets](#)

Training Presentations

In 2005, USAC conducted a series of training sessions, called the ABC's of the Schools and Libraries Program, for applicants and service providers in 4 locations: Washington, DC; Chicago, IL; Los Angeles; and Newark, NJ. Prior to 2005, USAC provided "Train the Trainer" sessions for state and U.S. territory coordinators that train or assist in the training of applicants. The workshop presentations are issues-focused, and cover updates, developments, and specific topics related to the Schools and Libraries Program.

Listed below are the PowerPoint presentations from 2001-2005 used in those training sessions.

[2005 ABC's of the Schools and Libraries Program Presentations](#)

Training Presentations

- ▶ 2005 ABC's of the Schools and Libraries Program Presentations
- ▶ 2004 Train the Trainer Presentations
- ▶ 2004 Train the Trainer Presentations (Spanish)
- ▶ 2003 Train the Trainer Presentations
- ▶ 2002 Train the Trainer Presentations
- ▶ 2001 Train the Trainer Presentations

This page contains the PowerPoint presentations that were used in the 2005 ABC's of the Schools and Libraries Program Training sessions.

- [ABCs of E-rate \[PPT, 395kb\]](#)
- [Eligible Products and Services \[PPT, 274kb\]](#)
- [New and Updated Systems Enhancements \[PPT, 383kb\]](#)
- [Program Compliance 2005 \[PPT, 344KB\]](#)
- [DRAFT 2006 Eligible Services List \[PDF, 2,378kb\]](#)
- [DRAFT 2006 ESL Changes Summary \[PDF, 61kb\]](#)



THE ABCs OF E-RATE

John Noran
Schools and Libraries Division
Universal Service Administrative Company

Washington	Chicago	Los Angeles	Newark
Sept. 30, 2005	Oct. 6, 2005	Oct. 11, 2005	Oct. 21, 2005



Schools and Libraries

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- Reference Articles
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Select

Outreach and Training

- [2006 Schools and Libraries Training](#)
- [Training presentations](#)
- [Service Provider Conference Calls](#)
- [Site Visits](#)
- [Schools & Libraries News Briefs](#)
- [Tip Sheets](#)

USAC's Schools & Libraries News Briefs



Schools and Libraries News Brief

July 21, 2006

Commitments for Funding Year 2006

Funding Year 2006. USAC will release FY2006 Wave 14 funding commitment decision letters (FCDLs) July 25. As of July 21, FY2006 commitments total over \$505 million for approved Priority 1 requests (Telecommunications Services and Internet Access).

USAC will continue to issue weekly funding commitment waves. After noon on the date that the FCDLs are mailed, you can check to see if you have a commitment by using USAC's [Automated Search of Commitments](#) tool.

Caution about Eligibility of Internet Access

The eligibility of services provided in the Internet Access category of service is subject to certain limitations. USAC periodically issues a [cautionary reminder message](#) about the differences between eligible Internet access and eligible telecommunications services so that applicants and service providers clearly understand these limitations.

The [Eligible Services List for FY2006](#) indicates that the Internet Access category of service is "limited to the provision of 'basic conduit access' to the Internet." Basic conduit access includes access to email and the World Wide Web, so USAC can therefore provide discounts on these Internet access services.

However, basic conduit access does **not** include advanced functions such as direct exchange of data or video between applicant sites or the transport of point-to-point connectivity of data, video, or voice applications that are to be provided only by eligible telecommunications carriers.

Schools and Libraries Tip Sheets

- [Application Do's and Don'ts](#) [PDF, 70kb]
- [Invoice Processing Tips](#) [PDF, 67kb]
- [Non-instructional Facilities](#) [PDF, 59kb]
- [Receipt Acknowledgement Letter](#) [PDF, 67kb]
- [Service Provider Number \(SPIN\) Change](#) [PDF, 48kb]
- [Service Substitutions](#) [PDF, 55kb]
- [Technology Plans](#) [PDF, 70kb]
- [Transfer of Equipment](#) [PDF, 58kb]
- ["Two In Five" Rule for Internal Connections](#) [PDF, 64kb]



Schools and Libraries - Invoice Processing Tips

- **File Form 486 promptly:** Applicants lost a total of nearly \$25 million in funding in 2004 because they forgot to file their Form 486 on time. You must file your Form 486 within 120 days of the receipt of the Funding Commitment Decision Letter (FCDL) or the service start date, whichever is later, or your funding may be reduced. Also, an invoice (BEAR Form 472 or SPI Form 474) will be rejected if no Form 486 has been filed.
- **Services must be listed on Item 21 attachment:** Only invoices for approved eligible services listed on your Form 471 Item 21 attachment will be paid. If you are invoicing for a different product or service, you must first file a service substitution.
- **Share with your service provider:** Share your Item 21 attachment with your service provider to ensure that the products or services ordered match what is being invoiced.
- **Remove ineligible equipment:** Do not submit invoices for ineligible equipment. Invoice line items containing ineligible equipment may be rejected.



TPA Dropdown (Form 486)

- ☐ Tech plan must be approved by a USAC-certified Technology Plan Approver (TPA)
- ☐ Form 486 check for tech plan compliance
- ☐ Filing online? Drop-down box has list of approvers for your entity type and state
- ☐ Filing on paper? Make sure you choose TPA certified for your entity type.



2006 Enhancements: Correcting Errors

- ❑ Ministerial and clerical errors can now be corrected after applications are submitted
 - ❑ Missing certifications can also be submitted after the close of the filing window
- ❑ Corrections during PIA review – 15 days deadline
- ❑ Failures of Minimum Processing Standards will go to Problem Resolution
- ❑ PIA or Problem Resolution will reach out to applicants if errors are detected
- ❑ Corrections can be made after RNL and RAL are received too.



2006 Enhancements: Certification Outreach

- ❑ Outreach on uncertified forms
 - ❑ Reminders in News Briefs and by email
 - ❑ Lists posted on website
 - ❑ This year 39% decrease in Forms 471 not certified by the close of the application filing window
- ❑ 61% of Forms 471 are certified in the last week of the window



Applicant PINs

- ❑ PINs continue to be issued for new filers of Forms 470 and 486 (and 471 once window opens)
 - ❑ These PINs can be used to certify all forms
- ❑ USAC will also issue BEAR-only PINs to those who file BEARs after October 2006. These PINs can only be used to certify BEARs.
- ❑ This year both processes will be ongoing



PINs and Online Item 21

- ☐ PIN system already in place for FY2006 to encourage online certifications
 - ☐ The number of applicants who filed and certified online doubled
- ☐ Online Item 21 Attachments
 - ☐ If you file your Form 471 online, you can file your Item 21 Attachment online
 - ☐ You can save your work, exit, come back later and print your attachment
 - ☐ For FY2006, over 41,000 FRNs featured an online Item 21 Attachment.



Two-in-Five Tool

- ❑ Starting with FY2005, entities can only receive funding for Internal Connections in **two out of every five** funding years
- ❑ Status is on an **entity-by-entity basis**
- ❑ **Two-in-Five tool** will give status by Billed Entity Number (BEN) for funding years used under the Two-in-Five Rule
- ❑ See tip sheet for details



Online BEAR Form

- ☐ Billed Entity Applicant Reimbursement Form 472 available online mid-Nov.
- ☐ Applicants can file and certify online
- ☐ Service providers can certify online
- ☐ Communications will occur by email
- ☐ Forms that are rejected for non-certification can be resubmitted
- ☐ See tip sheets for details



2006 Enhancements: Invoicing

- ❑ New processing procedures put into place to eliminate backlogs
- ❑ June 2006 – 97.1% of invoice line items processed within 30 days
 - ❑ Average processing time – four days
- ❑ Using the online BEAR will further reduce filing errors



Revised Letters

- ❑ Form 470 Receipt Notification Letter (RNL) and Form 471 Receipt Acknowledgment Letter (RAL)
 - ❑ Text reduced to two pages
 - ❑ Report expanded to allow easier correction of M&C errors
 - ❑ Fields that cannot be corrected are identified
 - ❑ Fields that can be corrected have space next to them for corrections



Appeals

- **Approved appeals** will no longer receive Administrator's Decision Letter (ADL)
 - **Revised FCDL** (RFCDL) will include "Appeal Approved" or similar comment
 - Allow applicants and service providers to act more quickly on positive commitments
- **Denied appeals** will continue to receive ADL and RFCDL

FY2007 Window

- ❑ FY2007 window opens on Nov 14th 2006 and close on 7th February 2007
- ❑ FY2007 Eligible Services List will be on the SLD website shortly. Here is the link on the FCC website

http://hraunfoss.fcc.gov/edocs_public/attachmatch/FCC-06-158A2.pdf

- ❑ **File early:** You can do your draft Tech Plans, Form 470s and RFPs now and be ready to file Form 471 when window opens on Nov 14th
- ❑ The latest you can file a Form 470 is end Dec 2006 to allow for SLD to post and then file 471 before Feb 7th.



Assistance

- Schools and Libraries / USAC web site
<http://www.usac.org.sl/>
- Client Service Bureau
 - Use the “Submit a Question” link on the web site
http://www.slforms.universalservice.org/EMailResponse/EMail_Intro.aspx
 - Fax toll-free at 1-888-276-8736
 - Telephone toll-free at 1-888-203-8100
- Form instructions

E-rate resources for AZ

Arizona Department of Education (ADE)

<http://www.ade.az.gov/erate>

Arizona State Library Archives and Public Records

<http://www.lib.az.us/erate/>

Arizona State Procurement Office (AZSPO)

<http://www.sl.universalservice.org/Funding/OpenDataSearch/default.asp>

Arizona Government Information Technology Agency (GITA)

<http://gita.state.az.us/>

E-rate Manager

<http://www.eratemanager.com/>

E-rate Central

<http://www.eratecentral.com/>

E-rate resource center

<http://www.eschoolnews.com/resources/reports/ffl/index.cfm>



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